

## Viewing your Pay Stub

In order to view your pay stub using ACE, you must receive your salary through Direct Deposit.

**From the ACE: Access Channel for Employees Welcome page:**

1. Select "View Direct Deposit Pay Stub(s)."
2. Select "View Pay Stub."
3. Select "View Pay Stub" for the pay date you would like to view. A new window will open, and your information will be displayed. You will be able to view and/or print from this window. When finished, close this window.
4. Select "Exit ACE" from the blue menu file folder on the left side of the page.

## Viewing your Leave Balance/ Time Taken

1. Select "View Leave Balance/ Time Taken."
2. Select "View Leave Balance/ Time Taken" again.
3. Select "View Leave Balance" or "View Time Taken" to view and/or print Leave Balance details or Time Taken details. When finished, close this window.
4. When your task is completed, select "Exit ACE" from the blue menu file folder on the left side of the page.

## Personal Profile

The personal profile application provides you with the ability to receive an email notification when your W-2 and/or Pay Stub have arrived at ACE.

**From the ACE: Access Channel for Employees Welcome page:**

1. Select "View Personal Profile."
2. Choose "Agency Name" from drop down box.
3. Enter Contact information.
4. Enter your "E-mail Address" and repeat for "Confirm E-mail Address."
5. Select "Yes" for each notification you would like emailed to you.
6. Choose "Save."

7. When your task is completed, select "Exit ACE" from the blue menu file folder on the left side of the page.

## Changing your Password

**From the ACE: Access Channel for Employees Login Page:**

1. Enter your ACE/MAGIC User ID.
2. Select Change/Reset Password.
3. Select "Submit."
4. Answer your Security Question and Select "Submit."
5. Enter a new Password and confirm it.
6. Select "Submit."
7. Select "Continue."
8. When your task is completed, select "Exit ACE" from the blue menu file folder on the left side of the page.

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### \*System Requirements

Internet Explorer (IE) versions 10 or IE 11 (32 bit\* Version 11 (with Windows 7/8.1/10 be used to access the ACE application for W-2 viewing and printing.



## Access Channel for Employees State of Mississippi Navigation Guide

W-2s  
Electronic Pay Stubs  
Leave Balance/Time Taken  
Personal Profile

MMRS Call Center  
(601) 359-1343  
[mash@dfa.ms.gov](mailto:mash@dfa.ms.gov)

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MMRS Training Documentation can be found on the web at: [www.dfa.ms.gov/mmrs/](http://www.dfa.ms.gov/mmrs/).

## ACE Facts

ACE is Mississippi's secured Access Channel for Employees, developed to give state employees and state contract workers easy, fast, and convenient access to their personal payroll related information using a User ID, Password, and SSL (security) encryption. By registering with ACE, you can:

- Access and Print your W-2;
- Access and Print your Pay Stub/Direct Deposit (EFT) advices;
- Maintain your Personal Profile Information;
- Access your Leave Balance/Time Taken information.

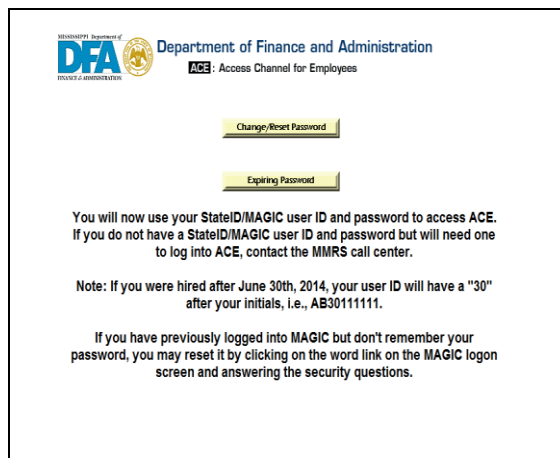
## ACE Advantages

- Receive your W-2 earlier than through the postal service;
- Print multiple copies;
- Save your W-2 to your personal computer;
- Access multiple tax year W-2 information;
- Access Pay-Stub data for the last 12 pay periods;
- Receive email notification when your Pay Stub/W2 is ready for viewing;
- View your Leave Balance/Time Taken Information;
- View your information 24 hours a day.

**NOTE:** To view and print your personal payroll information, the Adobe Acrobat Reader Version 9.4 or greater is needed.

## ACE Navigation

1. In an internet browser go to the "Official State Web Site of Mississippi," [www.ms.gov](http://www.ms.gov).
2. Select "Government" on the left side of the page.
3. Select "State Employee Resources" in the green navigation bar.
4. Select "ACE," which takes you to ACE Secured Access Channel for Employees."
5. Select a specific option from the "Access Channel for Employees" list. You will be taken to the "ACE: Access Channel for Employees" login page.



### From the ACE: Access Channel for Employees Login Page:

Enter your ACE/MAGIC User ID and Password. If you do not know your ACE/MAGIC User ID, please contact your HR Department to obtain it or your 6-digit PID. You will need to provide this ID to the MMRS Call Center at [MASH@dfa.ms.gov](mailto:MASH@dfa.ms.gov) or 601-359-1343 and select Option 1, Sub-Option 4 for a password reset.

Once you have successfully logged into the system, you will see the "ACE: Access Channel for Employees Welcome" page. From the Welcome page you have the option to: Register (first time only) to View Your W-2s Online, View Your W-2s Online, View Direct Deposit Pay Stub(s), View Leave Balance/Time Taken, or View Personal Profile.

## Viewing your W-2s

If you have **NOT** registered to view your W-2s Online, **begin here**. From the "ACE: Access Channel for Employees Welcome" page:

1. Select "Register to View Your W-2s Online."
2. Scroll to the bottom of the page and select the box to certify that your profile information is correct and you accept the Terms of Use.
3. Select the "Register Button."
4. Select "View Your W-2s Online."
5. Select "View W-2."

6. Select "View W-2" for the tax year you would like to view. A new window will open and your information will be displayed. You will be able to view and/or print from this window. When finished, close this window.
7. When your task is completed, select "Exit ACE" from the blue menu file folder on the left side of the page.

If you **have** registered to view your W-2s Online, **begin here**:

1. From the ACE Main Menu, select the "View Your W-2s Online" box.
2. Select "View W-2."
3. Select "View W-2" for the tax year you would like to view. A new window will open with your information to view and/or print.
4. When your task is completed, select "Exit ACE" from the blue menu file folder on the left side of the page.